



### **Administrative Policies and Procedures: 3.21**

<b>Subject:</b>	<b>Commissary or Canteen Privileges for Youth in Youth Development Centers</b>
<b>Authority:</b>	TCA 37-5-105, 37-5-106
<b>Standards:</b>	<b>ACA:</b> 3-JTS-1B-17; <b>DCS Practice Standard:</b> 8-306
<b>Application:</b>	To All Department of Children's Services Youth Development Center Employees and Youth

#### **Policy Statement:**

Each Youth Development Center shall provide a commissary or canteen that permits youth to purchase approved miscellaneous items that are not furnished by the facility. The commissary or canteen will be provided through a contracted vendor. Hours of operation shall not interfere with meals or school hours.

#### **Purpose:**

To ensure commissary or canteen operations are controlled using established accounting procedures.

#### **Procedures:**

<b>A. Responsibility</b>	<p>The Superintendent of each Youth Development Center (YDC) must appoint a staff member(s) as the liaison between the YDC and the contracted vendor for the responsibility for the following duties:</p> <ol style="list-style-type: none"><li>1. Collection of the commissary or canteen orders requested by youth;</li><li>2. Submission of the orders to the commissary or canteen to be filled;</li><li>3. Distribution of the filled orders to the youth; and</li><li>4. Accompany youth if the youth is allowed to go to the canteen/commissary.</li></ol>
<b>B. Local procedures</b>	<p>The Superintendent must establish local procedures for operation of the commissary or canteen. If contracted, local procedures must be established to manage the process between the owner of the commissary or canteen and youth. Contents of local procedures must specify the following:</p> <ol style="list-style-type: none"><li>1. How often youth access the commissary;</li><li>2. Procedures youth must follow to access the commissary;</li><li>3. Procedures for youth in segregation or confinement;</li></ol>

	<ol style="list-style-type: none"><li>4. Procedures for youth unable to go to the commissary due to medical or health reasons;</li><li>5. The maximum dollar amount a youth may spend each week;</li><li>6. Whether transactions are to be in currency or other forms of payment;</li><li>7. A specific list of the types of items to be sold through the commissary or canteen; and</li><li>8. How problems will be resolved in the following instances:<ol style="list-style-type: none"><li>a) Lost orders</li><li>b) Operator error</li></ol></li></ol>
<b>C. Restrictions</b>	<ol style="list-style-type: none"><li>1. Items for sale Only commercially prepared items shall be offered for sale by the commissary or canteen.</li><li>2. Resale or trade Youth who re-sell or trade to other youth items purchased in the commissary or canteen may be subject to disciplinary action.</li><li>3. Disciplinary restriction of access Youth placed in confinement for disciplinary reasons may be denied commissary or canteen privileges.</li></ol>
<b>D. Access for youth in non-disciplinary restrictions</b>	<ol style="list-style-type: none"><li>1. Access allowed Youth in segregation or confinement for non-disciplinary reasons, including youth who are unable to go to the commissary or canteen because of medical or health reasons, must be allowed to purchase items from the commissary or canteen.</li><li>2. Process Staff must distribute form <b>CS-0305, Commissary or Canteen Order</b> to each youth weekly. A contracted vendor may use a computer generated listing. On all orders requested by youth, an original signature must be obtained authorizing the deduction from their trust fund account.</li></ol>
<b>E. Accounting procedures</b>	<ol style="list-style-type: none"><li>1. Fiscal integrity Standard accounting procedures shall be followed to ensure the integrity of the commissary or canteen fund is maintained.</li><li>2. Monthly statements The fiscal officer of a commissary operated by a YDC must submit a monthly statement of profit and loss to the Director of Central Office Finance and Program Support Division.</li></ol>

	<p>3. Annual internal audit</p> <p>The Internal Audit Division must conduct an independent audit of a commissary operated by a YDC annually.</p> <p>4. Audit of vendors</p> <p>a) Private vendors who are contracted to provide commissary services at a YDC must submit an annual independent audit to the DCS Central Office Directors of Internal Audit and Finance and Program Support Division.</p> <p>b) Tennessee Business Enterprise (TBE) vendors shall be subject to an audit in accordance with TBE rules. TBE shall forward copies of any audit exceptions involving TBE vendors who operate YDC commissaries to the fiscal officer of the YDC who will forward copies to the DCS Central Office Directors of Internal Audit and Finance and Program Support Division.</p>
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<b>Forms:</b>	<a href="#"><u>CS-0305, Commissary or Canteen Order</u></a>
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<b>Collateral documents:</b>	<i>None</i>
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